

Macomb Community Action Advisory Board
Budget Committee Meeting
January 21, 2009

The Macomb Community Action Advisory Board Budget Committee met on Wednesday, January 21, 2009 in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

John Bierbusse, Chair
Denise Amenta
Ron Chriss
Commissioner Flynn
Eudora McKinney
Alice King

MEMBERS EXCUSED:

Norman Bordo
Commissioner Camphous-Peterson
Mary George

STAFF PRESENT:

Frank Taylor
Madeleine Olszak
Holly Ehrke
Maralyn McNally

1. Call to Order

The meeting was called to order by Chair Bierbusse at 12:02 p.m.

2. Determination of a Quorum

It was determined that a quorum was established with 6 members present.

3. Approval of the Agenda

Commissioner Flynn, supported by Denise Amenta, made a motion to approve the Agenda as submitted. Motion carried.

4. Approval of November 19, 2008 minutes

Commissioner Flynn supported by Eudora McKinney, made a motion to approve the November 19, 2008 minutes. Motion carried.

5. Public Comment

Chair Bierbusse stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair Bierbusse proceeded with the meeting.

6. Head Start Peer Review Preparation Update

Ms. McNally presented the Head Start Peer Review update. She distributed a packet of the Head Start Protocol for MCAAB. She presented the following questions from the packet. She explained the answers are in the packet for the MCAAB Members to review.

- Does the composition of the governing body reflect the following?
 - At least one member has a background and expertise in fiscal management or accounting
 - At least one member has a background and expertise in early childhood education and development
 - At least one member is a licensed attorney familiar with issues that come before the governing body
 - Additional members who reflect the community and include parents of formerly or currently enrolled Head Start children
 - Other members selected for their expertise in education, business administration, or community affairs
- Have current governing body members received appropriate training and technical assistance to ensure they understand the information they receive and can oversee and participate in the program effectively?
- Do governing body members receive the following information or reports?
 - Monthly financial statements
 - Monthly program information summaries
 - Program enrollment reports
 - Monthly reports of meals and snacks provided
 - Financial audits
 - Annual Self-Assessment
 - Community-wide strategic planning and needs assessment
 - Communication and guidance from the Secretary
 - Program Information Reports (PIR)
- Does the governing body perform the following activities to support program administration and implementation?
 - Selecting delegate agencies and the service areas for such agencies
 - Establishing procedures and criteria for recruiting, selecting, and enrolling children
 - Developing procedures for selecting Policy Council members

- Establishing, adopting and periodically updating written standards of conduct that determine how complaints are disclosed, addressed, and resolved, including investigations
 - Reviewing all applications for funding and amendments to applications for funding
- Does the governing body review and approve all major policies of the grantee?
 - Annual Self-Assessment and financial audit
 - Program's progress in carrying out the grant application provisions, including implementation of corrective actions
 - Personnel policies regarding hiring, evaluation, termination, and compensation
 - Policies and procedures regarding hiring, evaluation, compensation and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Financial Officer, or other person in an equivalent position
 - Results from monitoring, including appropriate follow-up activities
- Does the governing body approve financial management, accounting, and reporting policies?
- Has the governing body fulfilled its major responsibilities, including legal and fiscal administration and oversight; assuring active, independent, and informed governance; and ensuring compliance with applicable laws and regulations?

Ms. Olszak reviewed the Fiscal Management Protocol:

- Has the program's governing body established and implemented strong, appropriate internal controls to safeguard Federal funds?
- Do the program's governing body members meet the conflict of interest requirements?
- Does the program's governing body have at least one member with a background and expertise in fiscal management or accounting unless the lack of availability has been documented?
- Are periodic financial status reports provided to program governing bodies, policy groups, and staff to advise them and to control program quality and maintain program accountability?

Discussion followed.

Denise Amenta supported by Eudora McKinney, made a motion to receive and file the Head Start Peer Review Preparation update. Motion carried.

7. Recommendation to Approve November through December 2008 Financial Statements

Ms. Olszak reported on the November through December 2008 Financial Statements.

Commissioner Flynn supported by Denise Amenta, made a motion to approve the - November and December 2008 Financial Statements. Motion carried.

8. Recommendation to Receive and File Budget Summary

Ms. Olszak presented the Budget Summary. She stated:

- Emergency Food and Shelter Program (FEMA) Program received an additional \$13,479 and \$6,685 in food dollars for a total of \$20,164.
- Department of Energy (DOE) received \$115,381 in carry over funds from the Department of Human Services (DHS).
- The Community Services Block Grant - Earned Income Tax Preparation Grant amount for 2009 is \$15,000.
- The Temporary Assistance to Needy Families Earned Income Tax Preparation Grant amount for 2009 is \$19,250.
- Macomb County Board of Commissioners reduced their allocation to MCCSA. The Commodities program was reduced by \$30,000 and the Chore program by \$29,489. The net County appropriation for 2009 is \$661,443.

Denise Amenta supported by Eudora McKinney, made a motion to receive and file the Budget Summary. Motion carried.

9. Recommendation to Receive and File Special Assistance Grant Summary

Ms. Olszak presented the Special Assistance Grant Summary.

Eudora McKinney supported by Commissioner Flynn, made a motion to receive and file the Special Assistance Grant Summary. Motion carried.

10. Recommendation to Receive and File Cash Donations Report

Ms. Olszak presented the Cash Donations Report.

Denise Amenta supported by Alice King, made a motion to receive and file the Cash Donations Report. Motion carried.

11. Recommendation to Revise Financial Procedures Manual - Procurement Process

Mr. Taylor presented the recommendation to revise the Financial Procedures Manual – Procurement Process:

- Page 47 (Competitive Bidding)
 - Item number 2. Formal Bids change from (to \$5000) to **or more**.
 - Item number 3. Sealed Bids was eliminated.

- Page 52 (Required Approvals)
 - Purchase greater than \$5000 required approvals – Finance Director
or Board of Commissioners.

Discussion followed.

Denise Amenta supported by Commissioner Flynn, made a motion to approve the recommendation to revise the Financial Procedures Manual – Procurement Process. Motion carried.

12. Emerging Issues

Denise Amenta distributed the Good Samaritan Coalition Mid-Winter Tastefest flyer. The event will be held Friday, February 6, 2009 at St. Martin de Porres Catholic Church in Warren.

Commissioner Flynn announced the 2009 Point-in-Time homeless count will be held on Wednesday, January 28, 2009.

13. Other Business

Madeleine Olszak announced the Macomb Food Program \$10,000 Elimination Raffle will be held Wednesday, March 11, 2009. Tickets are \$130.00.

Commissioner Flynn announced the Full Board of Commissioners meeting will be held Thursday, January 22, 2009. The meeting will be at 7:00 p.m.

14. Adjournment

The meeting adjourned at 1:10 p.m.

Respectfully Submitted

Holly Ehrke, Secretary